

EMPLOYMENT OPPORTUNITY

1. RPA # RPA 039-EMSA
ANALYST'S INITIALS
DATE

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

2. CLASS TITLE Health Program Specialist I	3. POSITION NUMBER 312-800-8337-001	4. TENURE PERMANENT	5. TIME BASE Full-Time	6. CBID R01
7. OFFICE OF Emergency Medical Services Authority	9. LOCATION (CITY or COUNTY) SACRAMENTO			13. MONTHLY SALARY \$4674.00 TO \$5681.00
8. SEND APPLICATION TO: Karen DeGuire EMS Authority 1930 9th Street Sacramento, CA 95814	10. WORKING HOURS MON - FRI, DAYS - 8 am - 5 pm - Flexible			
	11. PUBLIC PHONE NUMBER (916) 322-4336			
	12. CALNET NUMBER (8)			14. FILE BY Until Filled

Please indicate the basis of your eligibility in Section 12 of your application (STD 678). SROA/Surplus employees are encouraged to apply. Transfers, reinstatements, or recruitment from the employment list may be considered. Consideration may be given to applicants on another Department's employment list, provided the criteria are met to transfer the eligibility. Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled. Pending OHR Approval.

Interested in making a difference in the lives of Californians? Are you searching for a position that's exciting and on the cutting edge Trauma System development? Are you looking for a pleasant, productive work environment with easy access and inexpensive adjacent parking in a department with a small office appeal? If so, thane his may be the position you have been searching for!

The Emergency Medical Services Authority (EMS Authority) is looking for a State Trauma Coordinator (Health Program Specialist I) who will provide leadership for the implementation of California's new Statewide Trauma Plan ("California Statewide Trauma Planning: Assessment and Future Direction" found at www.emsa.ca.gov).

The vision for California is to develop a statewide inclusive trauma system that ensures rapid access to care for all individuals within one hour following major injury. The system focuses on prevention, quality care improvements and rehabilitation to return injured individuals to a productive life. The EMS Authority is the lead agency with the authority and responsibility to lead the development, operations and evaluation of the statewide trauma system.

The State Trauma System Coordinator will coordinate trauma system activities with many local, state and federal agencies including Department of Health Services, local EMS agencies at the county level, National Highway Traffic Safety Administration and the American College of Surgeons.

KNOWLEDGE AND ABILITIES

Knowledge of: Public health, mental health and health care services programs and trends; problems and procedures involved in establishing community relationships and assessing community health program needs and resources; preparation and planning for coordinated programs with local and Federal agencies, private agencies and health care providers; principles and methods of public administration including organization, personnel and fiscal management; methods of preparing reports; research and survey methods; methods and principles of medical care administration, disease and disability prevention, health promotion and medical rehabilitation; procedures, planning, implementation and monitoring of programs; design and plan for coordination of programs with Federal and local agencies; legislative processes.

Ability to: Assist in development of public health and health care projects; apply health regulations, policies and procedures; participate in monitoring and evaluating health programs and projects; gather, analyze and organize data related to health programs; analyze administrative problems and recommend effective action; speak and write effectively; act as program liaison with staff in other programs at the Federal, State, and local level; assist in planning, conducting and evaluating of field projects; recommend and take actions on a variety of health programs, project activities, staffing and budgetary processes; analyze proposed legislation, regulations and health program standards; provide consultation and technical assistance to local agencies; serve on task forces and committees as a program representative.

DESIRABLE QUALIFICATIONS

- Knowledge of and/or experience in emergency medical/disaster medical services, public health administration and/or a health/medical background.
- Ability to work independently and under pressure to plan, organize, and prioritize sensitive/complex workload.
- Ability to gain and maintain cooperative working relationships at all levels.
- Strong written, analytical, interpersonal and oral communications skills,

INTERPERSONAL SKILLS

- Work well as part of a team and independently as necessary,
- Build good working relationships with constituents, colleagues, and consultants.

WORK ENVIRONMENT

- Requires appropriate dress for the office environment.
- Requires ability to effectively handle stress and deadlines in a fast-paced work environment.
- Excellent written and verbal communication skills.
- Ability and willingness to occasionally travel throughout California as required for successful job performance which may require the use of various transportation modes, i.e. airplane, taxi, car, etc.
- Ability to work overtime as required for successful job performance.
- Effectively operate a computer using the following software programs: Microsoft Word, Excel, PowerPoint and Outlook.
- Ability to communicate confidently and courteously with people of different backgrounds, different ethnic origins, and different personality types; with the general public, private sector professionals and people of various level of responsibility within state, local and the federal government.

SPECIAL PERSONAL REQUIREMENTS

The incumbent will be "on call" outside of normal working hours to assist in the State's medical response to a disaster.

HOW TO APPLY

Submit a State Application (std. 678) and resume to:

Emergency Medical Services Authority
Karen DeGuire, Personnel Analyst
1930 9th Street
Sacramento, CA 95814

When applying, please indicate the basis of your eligibility in Section 12.